

Name:	<i>Fire Administration I</i>
Course Description:	This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.
Prerequisite:	<i>Principles of Emergency Services</i>
Outcomes:	<ol style="list-style-type: none"> 1. Identify career development opportunities and strategies for success. 2. Explain the need for effective communication skills both written and verbal. 3. Articulate the concepts of span and control, effective delegation and division of labor. 4. Recognize appropriate appraising and disciplinary actions and the impact on employee behavior. 5. Examine the history and development of management and supervision. 6. Evaluate methods of managing available resources. 7. Identify roles and responsibilities of leaders in organizations. 8. Compare and contrast the traits of effective versus ineffective supervision and management styles. 9. Identify and assess safety needs for both emergency and non-emergency situations. 10. Identify the importance of ethics as they apply to supervisors. 11. Identify the role of a company officer in Incident Command System (ICS). 12. Describe the benefits of documentation. 13. Identify and analyze the major causes involved in line of duty firefighter deaths related to health, wellness, fitness and vehicle operations.
Suggested Student Texts:	<i>Company Officer</i> ; Clinton Smoke, Thomson, 2005 <i>Fire Service Administration</i> ; Nancy Grant & David Hoover, NFPA, 1993 <i>Management in the Fire Service</i> ; Carter & Rausch, NFPA, 2 nd Ed., 1989 <i>Fire Service Personnel Management</i> ; Stephen Edwards, Brady, 2 nd Ed., 2005 <i>Fire & Emergency Services</i> ; Jones & Bartlett, 2006 <i>The Chief Officer</i> ; Brady, 2005

Supporting References/Research for Faculty and Students:	<p>U.S. Fire Administration Publications: http://www.usfa.fema.gov/applications/publications See EMS, Fire Safety and Public Education, Fire Administration, Fire Service Operations, Health and Safety Applied Research: http://www.usfa.fema.gov Research Reports: http://www.usfa.fema.gov/research Technical Reports: http://www.usfa.fema.gov/applications/publications/browse.cfm?mc=29 Topical Fire Research Series: http://www.usfa.fema.gov Learning Resource Center: http://www.lrc.fema.gov National Institute for Standards and Technology http://www.fire.nist.gov: Fire Tests/Data, Software/Models, Publications, FIREDOC (under Publications) References <i>NFPA 1500</i> <i>NFPA 1021</i> <i>Fire Chiefs Handbook</i>; Penwell Lessons Learned Information Sharing: https://www.llis.dhs.gov/member/secure/index.cfm Current Events/News http://www.firehouse.com http://www.fireengineering.com http://www.withthecommand.com</p>
Assessment:	Students will be evaluated for mastery of learning objectives by methods of evaluation to be determined by the instructor.
Points of Contact:	<p>Larry Perez, Dona Ana Community College, New Mexico (505)527-7746 email: laperez@nmsu.edu Judith Kuleta, Bellevue Community College, Washington (425) 564-2515 email: jkuleta@bcc.ctc.edu</p> <p>REVISION: 11/05</p>

Course Outline

Fire Administration I

- I. New challenges and opportunities
 - A. Duties
 - B. National Standards
 - C. Career Opportunities
 - D. Education and Training
- II. Communication Process
 - A. Verbal
 - B. Written
 - C. Active Listening Skills
- III. Management Principles
 - A. Span of Control
 - B. Delegation/Division of Labor
 - C. Unity of Command
 - D. Chain of Command
 - E. Organizational Structure
- IV. Tools for Employee Development
 - A. Evaluation and Appraisal of Employees
 - B. Rewards and Motivation
 - C. Progressive System of Discipline
 - D. Grievance Procedures
- V. Management and Supervision
 - A. Theories
 - B. History
- VI. Managing Resources for Emergency and Non-emergency
 - A. Equipment
 - B. Personnel
 - C. Time
- VII. Leadership
 - A. Managers
 - B. Leaders
 - C. Roles and Responsibilities

VIII. Supervision and Management

- A. Styles
- B. Traits
- C. Effectiveness

IX. Safety Assessment

- A. Non-Emergency
- B. Emergency

X. Ethics

- A. Harassment
- B. Conflict of Interest
- C. Public Trust
- D. Code of Ethics
- E. Diversity
- F. Morality

XI. Incident Management System

- A. Duties and Responsibilities
- B. Transfer of Command

XII. Records Management

- A. Formal Documentation
- B. Informal Documentation